



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
DAVID C. HOLLISTER, DIRECTOR



MEMORANDUM

December 15, 2003

TO: Owners/Managers of LIHTC & MSHDA Direct Loan Developments

FROM: Sherri Davio, Compliance Manager

SUBJECT: 2003 Annual Compliance Certifications – Due to MSHDA by February 2, 2004

The annual compliance certifications for LIHTC developments and MSHDA Direct Loan developments (funded under tax-exempt and taxable bond financing programs, including One Percent, 80/20, 70/30, TEAM, and HOME TEAM Advantage) must be received by MSHDA no later than Monday, February 2, 2004. The following is a list of forms that must be completed to fulfill the annual compliance certification requirements for the Compliance Year Ended (CYE) 12-31-2003:

I. LIHTC Developments

(All developments with tax credits including, but not limited to MSHDA Direct Lending, Section 8, Section 236, and RHS.)

If tax credits have not yet been claimed and will not be claimed for 2003, the owner must submit the following form.

- First Year Credit Statement

If tax credits have been claimed in prior years or are being claimed for 2003, the owner must submit the following forms.

- Owner Certification
- 2003 Tenant Income and Rent Report
- Utility Allowance Documentation form
- First Year Credit Statement
 - Must be completed by the owners of all the projects which first claimed credit for 2002 or 2003.
- Common Area Unit Designation Statement
 - Must be completed by owners of projects which first claimed credit for 2002 or 2003.
- First Year's IRS Forms 8609 (**with Part II completed, signed, and dated**)
 - Must be submitted by owners of projects, which first claimed credit for 2002 or 2003, and by owners who have not previously submitted the IRS 8609(s) to MSHDA.

II. MSHDA Direct Lending Developments Without LIHTC

(Developments funded under tax-exempt and taxable bond financing programs, including One Percent, 80/20, 70/30, TEAM, and HOME TEAM Advantage)

- 2003 Tenant Data Form

The documents listed above can be downloaded from MSHDA's web site at www.michigan.gov/mshda. (Click on "Landlords", tab on the left side, then "Compliance for Rental Housing", then "Forms", then "Year End Reports".) If you are unable to download the forms or access the website call the compliance staff at (517) 241-2560.

All forms outlined above must be submitted to MSHDA, Compliance Monitoring at 735 E Michigan Ave, P.O. Box 30044, Lansing, MI 48909 to the attention of Karen Thayer and received no later than Monday, February 2, 2004.